



Toledo Museum of Art Job Description

Job Title: Sales Associate
Reports to: Retail Manager
FLSA Status: Non Exempt
Employment Status: Part time

Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings.

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year. We are closed on Mondays and major holidays

JOB SUMMARY

Sales Associates are responsible for facilitating sales in the Museum Store and Collectors Corner as well as providing excellent customer service, stocking inventory as needed, and contributing to the appearance of the store.

KEY ACCOUNTABILITIES

The Sales Associate performs the following essential duties. Other duties may be assigned as needs arise.

Ensure a quality shopping experience by:

- Provide excellent customer service by being knowledgeable in all areas of store merchandise and policies
- Become acquainted with the artists represented and with their work, and provide customers with information regarding programs, activities, and products available throughout the Museum
- Facilitate sales by being knowledgeable in operation of all cash register functions and possible problems
- Prepare daily deposits by assembling register pulls and sales reports for deposit
- Stock inventory by identifying sales of merchandise and bringing stock from storage out onto floor for display



- Ability to handle expensive and fragile works of art
- Report problems and issues to Manager or Weekend Supervisor by documenting all problems, complaints, issues and concerns

RELATIONSHIPS

- Reports to the Retail Manager, will receive work direction from on-duty manager or Weekend Supervisor
- Works closely with all other members of the Museum Store staff

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES

- Knowledge of art sufficient to recommend exhibition-related merchandise
- Read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- Present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Knowledge of TAM database software and ability to sufficiently perform sales, inventory, and order processing function on point-of-service system

EDUCATION AND EXPERIENCE

- High school diploma or GED (general education degree)
- One year related experience and/or training; or equivalent combination of education and experience

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk and hear, stand and walk, to use hands to ring sales and pack items, and to place/remove items from shelving at various levels. The employee is occasionally required to sit, and to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level when performing the duties of this position is generally moderate. Environment is that typical of an indoor retail operation.

Please submit resume and cover letter via email to jobs@toledomuseum.org.



The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.